

Information Technology 120 – Fall Semester 2015

September

Monday	Tuesday	Wednesday	Thursday	Friday
		9 <ol style="list-style-type: none"> New Students Attendance Saving on the U: Drive Set up folders Accessing course folders Set up Google Drive Accounts Comp. Terms File Management <ol style="list-style-type: none"> Demo 	10 <ol style="list-style-type: none"> What is Hardware and Software. What is the operating system? <ol style="list-style-type: none"> Operating Systems theory and activity. Windows Module <ol style="list-style-type: none"> Checklist - Due Today 	11 <ol style="list-style-type: none"> Common Office Tasks <ol style="list-style-type: none"> Read - Due Today Complete All Exercises Discuss computer terms. Power of Social Media Windows Module <ol style="list-style-type: none"> Checklist - Due Today
14 S.C.O 1.6 IT Functions, Protect information, ethics. <ol style="list-style-type: none"> Power of Social Media Personal Information safeguards activity. Windows Module <ol style="list-style-type: none"> Checklist - Due Today 	15 Word Module <ol style="list-style-type: none"> Discuss SCO 1.6 Activities from previous day. File Management ppt and activity. View Lesson 1 of Word 2007 Training 1 Go through the basics of Word. 	16 Word Module <ol style="list-style-type: none"> Read Word Activity- Columns Assignment 1 – Due Tomorrow Assignment 1 Photos Read Activity: Creating Tables Class discuss powerpoint: Creating Tables 	17 Word Module <ol style="list-style-type: none"> Assignment 2 – Due tomorrow Read Creating Lists in Word Assignment 3 – Due Friday 	18 Word Module <ol style="list-style-type: none"> Assignment 3- Due Today Applying Built in Styles Read Creating shapes/Smart art
21 Word Module <ol style="list-style-type: none"> IT Function and Component Activity Read Activity - Hyperlinks Go over creating Citing Reference and Works Cited Assignment 4 – 	22 Word Module <ol style="list-style-type: none"> Assignment 4 - Due 	23 Word Module <ol style="list-style-type: none"> Assignment 4 - Due Read Activity – Table of Contents Show how to insert page numbers. Create table of contents. Modify Table of Contents reading to make TOC. 	24 Word Module <ol style="list-style-type: none"> Open Header/Footer working file. Show how to insert page numbers. Read through Creating Section Breaks for headers and footers. 	25 Word Module <ol style="list-style-type: none"> Read through Creating Section Breaks for headers and footers. Word Project 1 – Causes of WW1
28 Word Module <ol style="list-style-type: none"> Word Project 1 Add in the Chapters into your word project 1 assignment. 	29 Word Module <ol style="list-style-type: none"> Applying and Customizing themes Hyperlinking Insert sidebars Assignment 5 - 	30 Word Module <ol style="list-style-type: none"> Creating Mail Merges Main Document and Data Source Work through Mail Merge Activity from Microsoft Word 2007 book. 		

October

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Word Module 1. Creating Mail Merges 2. Assignment 6 – Mail Merge	2 Word Module 1. Assignment 6 – Mail Merge
5 Word Module Assignment 6 – Mail Merge	6 Word Module 1. Working with Forms. Go over the control buttons 2. Video Tutorial – Create Forms 3. Instructions for creating forms	7 Word Module 1. Video Tutorial – Create Forms 2. Instructions for creating forms 3. Creating a Fillable Form Activity handout	8 PROFESSIONAL DEVELOPMENT DAY NO SCHOOL	9 PROFESSIONAL DEVELOPMENT DAY NO SCHOOL
12 THANKSGIVING DAY – NO SCHOOL	13 Word Module Word Assignment 7 -Creating fillable forms a. Finished form	14 Word Module 1. Word Assignment 7 - Creating fillable forms a. Finished form	15 Cloud Computing Module 1. Cloud Computing. 2. Read this article 3. Google docs 4. Google Docs in Plain English video 5. Sharing in Google Docs Vid. 6. Google Docs Activity	16 Cloud Computing Module 1. Cloud Computing. 2. Google Docs Activity 3. Create a video representation answering, “What is Cloud Computing and what are the benefits?”
19	20 PowerPoint 1. Read Lesson 3 2. Read Lesson 4 3. Read Lesson 6 4. PowerPoint Assignment 1 – 5. PowerPoint Project 1	15 PowerPoint 1. Google docs activity 2. Upload newsletter assignment. Share and peer edit. 3. Word and PPT skills checklist.	16 PowerPoint 1. PowerPoint Overview 2. Powerpoint Assignment 1 3. PowerPoint Assign 6 – March 23 rd	17 PowerPoint 1. Read Lesson 2 2. Read Lesson 4 3. Powerpoint Assignment 1
20 PowerPoint 1. Powerpoint Assignment 1 2. New Tasks in ppt • Customize ribbon • Slide master • Pictures on every slide, on every title or section slide. • Animations	21 PowerPoint 1. Powerpoint Assignment 1 2. New Tasks in ppt • Customize ribbon • Slide master • Pictures • Animations • Combine shows 3. Powerpoint Lesson 5	22 PowerPoint 1. Powerpoint Lesson 8 2. Read Action Buttons 3. Powerpoint Assignment 2 - Add action buttons through ppt 1 assignment.	23 PowerPoint 1. Powerpoint Assignment 2 - Add action buttons through ppt 1 assignment.	24 PowerPoint 1. Powerpoint Assignment 2 - Add action buttons through ppt 1 assignment.
27 PowerPoint 1. Watch the video on creating custom templates	28 PowerPoint 1. Work on Powerpoint Assignment 3 – Creating	29 PowerPoint 1. Cloud Computing presentation. 2. PREZI presentations. (HOW TO – VIDEO)	30 PowerPoint 1. Research how to create an effective presentation. 2. Research how to deliver an effective presentation.	31 Mid-Term/Test

2. Start on Powerpoint Assignment 3 – Creating custom templates.	custom templates.		3. Share what students have found.	
3. Watch the following video on Custom Motion Paths	2. Watch the following video on Custom Motion Paths			

November

Monday	Tuesday	Wednesday	Thursday	Friday
3 PowerPoint <ol style="list-style-type: none"> Prepare your presentation to be an EFFECTIVE presentation from your research. 	4 PowerPoint <ol style="list-style-type: none"> Prepare your presentation to be an EFFECTIVE presentation from your research. 	5 PowerPoint	6 PowerPoint Catch up DAY	7 PROFESSIONAL DAY
10 Excel <ol style="list-style-type: none"> Pre-Excel skills checklist. Introduce Excel. <ul style="list-style-type: none"> Ribbon Formula Rows, cells, and columns. Worksheets Excel intro video Read Excel lesson 3 <ul style="list-style-type: none"> Sum Average Min Max Excel Assignment 1 	11 <p style="text-align: center;">REMEMBRANCE DAY NO SCHOOL</p>	12 Excel <ol style="list-style-type: none"> Read Excel Lesson 4 Excel Assignment 2 – Password – customer Utunes.com spreadsheet Read Excel lesson 8 Read Excel Lesson 5 	13 Excel <ol style="list-style-type: none"> Excel Assignment 2 – Password – customer Excel Assignment 3 Utunes VLOOKUP- Look at VLOOKUP reading and activity, Graphing, Absolute Reference (F4) Look at VLOOKUP reading and activity, Graphing, Absolute Reference (F4) Assignment 4 <ul style="list-style-type: none"> Go back to Activity 1 Add VLOOKUP on rate Add dropdown list on department 	14 Excel <ol style="list-style-type: none"> Assignment 4 <ul style="list-style-type: none"> Go back to Activity 1 Add VLOOKUP on rate Add dropdown list on department Excel Analyze Table Data activity. Required File EX H-1.xlsx Conditional Formatting in Excel reading.
17 Excel <ol style="list-style-type: none"> Excel Analyze Table Data activity. Required File EX H-1.xlsx Review the Steps of the Analyzing Table Data activity. Practical QUIZ MONDAY on it. Back to Activity 1 to subtotal departments get totals. 	18 Excel <ol style="list-style-type: none"> Analyzing Data Activity Quiz Conditional Formatting in Excel reading. Freezing Panes Reading 	19 Excel <ol style="list-style-type: none"> If Statements Markbook activity as a class for IF statement and VLOOKUP review. Excel Lesson 5 	20 Excel <ol style="list-style-type: none"> PMT function PMT Activity PMT Powerpoint Excel Assignment 5 	20 Excel <ol style="list-style-type: none"> Assignment 4 PMT function PMT Activity PMT Powerpoint
24 Excel <ol style="list-style-type: none"> Creating Pivot Tables Analyzing Data through Pivot Tables Reading/Activity <ul style="list-style-type: none"> Jersey Sales Pivot 	25 Excel <ol style="list-style-type: none"> Creating Pivot Tables Analyzing Data through Pivot Tables Reading/Activity <ul style="list-style-type: none"> Jersey Sales Pivot 	26 Excel <ol style="list-style-type: none"> Pivot Table Quiz Activity 	27 Excel <ol style="list-style-type: none"> 	28 Excel <ol style="list-style-type: none">

<ul style="list-style-type: none">EX L-1PIVOT TABLE FILES	<ul style="list-style-type: none">EX L-1PIVOT TABLE FILES			
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December				
Monday	Tuesday	Wednesday	Thursday	Friday
1 Excel	2 Excel 1.	3 Excel 1. Excel Assignment 6 - Due	4 Excel 1.	5.
8 Excel 1.	9 Excel 1.	10 Excel	11 Excel	12 Excel 3. Creating Pivot Tables <ul style="list-style-type: none">- Jersey Sales Pivot- EX L-1- PIVOT TABLE FILES
15 Excel 1.	16 Excel 1.	17 Excel	18 Excel	19 Excel
31 Access 1. Independent Project - Due June 11 1. Access				

January

Monday	Tuesday	Wednesday	Thursday	Friday
5	6 Access 1. Independent Project - Due June 11 1. Access	7 Access 1. Independent Project - Due June 11 1. Access	8 Access 1. Independent Project - Due June 11 1. Access	9 Access 1. Independent Project - Due June 11 1. Access
12 Access 1. Independent Project - Due June 11 1. Access	13 Access 1. Independent Project - Due June 11 1. Access	14 Access 1. Independent Project - Due June 11 1. Access	15 Access 1. Independent Project - Due June 11 1. Access	16 Access Independent Project - Due June 11 1. Access
19 EXAMS	20 EXAMS	21 EXAMS	22 EXAMS	23 EXAMS